

Courtesy of:
Financial Aid Services, &
Genesis-SMS
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Technical Tips and
updates made simple for
school owners and
administrators

TechTalk

For
Higher
Ed



GENESIS = SIMPLE!

Genesis is the only “one-stop-shopping” school management software solution for today’s modern career school. Genesis integrates its own reporting module for all student data tracking needs with its own LIVE Time and Attendance Time Clock AND its own Point of Sale (POS) that links all student services directly to Genesis’ database and reporting module. Genesis developed its software to be SIMPLE to learn, SIMPLE to use and SIMPLE to process all student data.

INDUSTRY EXPERTS

Genesis-SMS was created 15 years ago by experts in the proprietary school industry. School owners, education directors, administrative assistants and educational consultants all helped develop what Genesis is today. A simple all encompassing software application that will management the key areas of your school.

AFFORDABLE SOLUTION

Genesis understands time constraints and money constraints that schools face in today’s turbulent environment. That is why Genesis has maintained its affordability. Genesis keeps development and support costs down by keeping only what the school needs for a simple solution to manage its data.



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Portable Flash drives Convenient or Dangerous?

First we had floppy disks, then we had CD’s and DVD’s to save our data on. Now we have portable flash drives. These are little sticks that plug right into your USB port. You can save 1GB to 100’s of GB’s of Data on these handy devices. Then you can just put the portable flash in your pocket or bag and take it with you! Convenient, right? Oh yes, but also very dangerous!

Many of us have good intentions to keep our little flash drives in a “safe place,” especially if we are saving very personal data, or other people’s personal data on them! However, it is a fact that these small devices are misplaced, lost, left in pants pockets to be washed with the rest of the laundry.

“A new survey by U.K.-based Credant has confirmed what all of us have known all along: Workers are careless with their portable storage devices. Indeed, a staggering 4,500 USB flash drives were found to have been left in the pockets of clothes sent to the dry cleaners, not to mention the thousands more handheld devices left behind in taxis by harried executives.”

Sean Glynn, chief marketing officer at Credant referred to the regulatory situation

in the United Kingdom, This could now cost a company up to \$811,000! Also, this gives [the U.K.’s] Information Commissioner’s office new powers to fine companies who have not sufficiently protected customers’ details under the *Data Protection Act*.

Beyond regulatory fines, the other concern has to do with the leakage of personal details that are inevitably stored on these devices. In the wrong hands, these data could result in identify theft, which could result in financial loss or great inconveniences.

School staff should consider of the U.S. Department of Education’s regulations regarding the security of student data and think twice about saving any of it on a Flash Drive.

The obvious solution here is to employ the use of encrypted USB drives. Use of software encryption will also work. However, the best solution is not storing data that will result in a data breach in the first place.

Financial Aid Services (FAS)
Genesis-SMS
EDGE

Support Services & Software
for schools who need
efficiency, accuracy & stability.

Financial Aid Servicing

For 30 years FAS has offered consulting, processing and support for schools seeking Title IV Eligibility and schools already in the Student Federal Assistance Programs including Pell, Direct Loans/FFEL, FSEOG, FWS and Perkins. FAS offers the school the much needed support in experienced staff and automated processing for a fraction of the cost of in-house staff. FAS has helped hundreds of schools successfully grow with their Financial Aid Programs .

Genesis Software

School management software is a necessity to run a successful school whether accredited or not. Genesis helps the school manage all student data including leads, enrollment, attendance, scheduling, academics, ledgers, placement, and more!

EDGE - enterprise data gateway for education

FAS and Genesis have taken the best of its services and software products to create a Web-based application to manage all your school data in one place.



FAS/Genesis

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Does Your School Have a Social Networking Policy?



You know about the popularity of *Facebook* and *Twitter* (and there are others). But have you thought about your staff using these communication tools on school time?

Many schools and companies have not given much thought to how Web 2.0 communication tools should be handled, and little input has been sought from IT professionals.

In a recent corporate study, Cisco found that social networks such as *Twitter*, *LinkedIn* and *Facebook* were used by three-quarters of the 100 global firms that were surveyed. However, only one in five had any policies in place governing the use of social media tools, and six out of seven had no policies in place over deployment.

The lack of such policies could leave your school open to potential legal problems and abuse, including unauthorized disclosure of information and misrepresentations.

Some school owners and management feel it is distracting to let school employees 'tweet' during the workday, or take a break and use one of the social networks. There are some who do not believe employees should be using an office computer to "friend" someone on *Facebook*. Others just haven't thought about the issue and its broader implications for their school and company.

The reality is that *Twitter* and *Facebook* have been embedded into work life today, just as much as telephones. These tools are not only being used for social purposes by employees, but they are being deployed for a variety of business initiatives, by marketing departments, communications, human resources and customer service.

It is time for companies to do some planning and establish policies for the governance of social networking to prevent problems. It is also imperative that any policies regarding business and employee use of social networks should be developed in conjunction with IT departments, which are often left out of the loop, according to Cisco.

It makes sense to get the advice and guidance of IT experts on such matters and also for IT pros to be thinking about ways to integrate social networking into the enterprise architecture to better meet company needs. Right now schools can start by developing a Use of Computers and Other Electronic Tools and Services Policy and integrate a Social Networking piece. Schools can also take action by filtering the web content staff can access. See below article link.

Check out these interesting articles to find out more on creating social networking policies in your school/company:

[10 Things You Should Cover In Your Social Networking Policy](#)
[Social Networking Risk : Managing the Inevitable](#)
[Free Web Content Filtering Puts Safer Browsing Within Reach](#)

Genesis-SMS Minimum System Requirements

Minimum Configuration

Processor	Intel Pentium 4 or AMD Athlon
Operating System	Windows XP Professional
Processor Speed	2.0 Gigahertz
Memory/RAM	256 Megabytes
Hard Drive (Data Storage)	40 Gigabytes
Video Memory	32 Megabytes
1.44 Floppy Disk Drive	
48X CD-RW Drive	
56k Modem (Recommend Broadband, T1 or faster)	
Ethernet Port (10/100)	
101 Key Keyboard	
Mouse	
15 inch CRT monitor	

Genesis will NOT properly work on Vista HOME or 64 bit.

Genesis is currently being tested on Windows 7 for compatibility but is not guaranteed to work on this system.

Tip: Be sure more than 1 person knows the administrative password to your network. This password is necessary to update the Genesis DB and is needed to make other network changes. You should have this available when you are preparing to download Genesis updates.